

# **Foster Child Notification of Placement (Change) Form**

For children in the nonsecure custody of a NC County Child Welfare Agency

## **Instructions**

### **Purpose of Foster Child Notification of Placement (Change) Form**

The purpose of the Foster Child Notification of Placement (Change) Form is for the county child welfare agency to provide information to notify the school principal and/or school superintendent that a child has entered the nonsecure custody of a county child welfare agency or that a change in a foster child's foster provider has occurred. Pages 1 and 2 are used for this purpose.

Page 3 is available for county child welfare agencies to provide notification within the agency regarding a change in status of a child in the nonsecure custody of the county child welfare agency.

### **Use of Foster Child Notification of Placement (Change) Form**

Within a day of a foster child's placement the Foster Child Notification of Placement (Change) Form (pages 1 and 2) must be provided to the child's school. Either the county child welfare agency worker or the child's placement provider can deliver the form, along with a copy of the nonsecure order. The time and place for the BID is provided on this form (if not held prior to the child's placement decision).

If it is determined in the CFT/BID meeting that it is in the best interest of the child to attend a new school, the Foster Child Immediate Enrollment Form shall be used, and not the Foster Child Notification of Placement (Change) Form.

For a child that was not enrolled in school prior to entering foster care or a foster care placement change, the Foster Care Immediate Enrollment Form (DSS-5135) will be used at the time of enrollment. Check the box for New Enrollment on Page 1.

Page 3 of the Foster Child Notification of Placement (Change) Form is for internal agency use only. Often an agency must notify other services within the agency of the change is a child's status. Page 1 and 3 are designed to be used together for this purpose.

### **Confidentiality**

Agencies must protect individually identifiable information from unauthorized use or disclosure and to further protect such information from tampering, loss, alteration, or damage. The HIPAA Privacy Rule requires safeguards be in place to avoid unauthorized use or disclosure of individually identifiable health information. For this reason, page 3 must only be utilized within the agency.